

20 JUL 1959

MEMORANDUM FOR THE RECORD

SUBJECT: Financing the Installation of Shelving in
Contact Division [] FY 1960

1. On Friday, 10 July 1959, the undersigned met with [] of the Management Staff, to be briefed on plans for installing shelving to replace safe files in [] Offices and to consider how to finance the cost, inasmuch as no provision was made for this purpose in the Agency Fiscal Year 1960 budget. Cost of these installations, based upon the \$1,300 provided for a similar installation in the [] office in Fiscal Year 1959, is estimated at \$7,000.

2. Although the conversion may improve operating efficiency and provide more office space, dollar savings from decreased procurement of safe files by the Agency will not materialize (reissuing released safes to Agency components instead of buying new safe files for general distribution) because the Agency already has a high safe file inventory and the Office of Logistics' procurement plans do not include purchase of safes for general distribution, (per [] Office of Logistics).

3. [] of the Office of the DDI agreed to have the Contact Division try to absorb the additional equipment costs within its Fiscal Year 1960 Operating Budget request. He stated that, if needed, additional budgeting assistance would be provided the Contact Division in Fiscal Year 1960 by the DDI.

4. On this basis, [] Executive Officer, OO/Contact, consented to the funding arrangement which will provide Office of Logistics obligation authority and OO/Contact cost authority, within its Fiscal Year 1960 Operating Budget request.

5. [] was informed to proceed with the shelving plans.

APPROVED:

SIGNED

SECRET

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BD/COMP/CHM/HG/sml (20 July 1959)

Distribution:

Orig - Budget Division

✓ 1 - Management Staff, [redacted]

2 - Logistics, Messrs. [redacted]

1 - DDJ, [redacted]

1 - CG/Contact, [redacted]

1 - Budget Division

1 - Analysis Branch No. III

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